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21 March 1957

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MEMORANDUM FOR: Director of Training  
FROM : Chief, Plans and Policy Staff  
SUBJECT : Weekly Activity Report #12

I. COMPLETED PROJECTS

1. Annex to KMOCTANE

NEA submitted a revised draft of the training annex to [redacted] OTR review. This draft contained no major changes in the original version of the annex prepared by Plans and Policy Staff/TR. Verbal concurrence was given to both [redacted] NEA, and [redacted] PPC.

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II. NEW PROJECTS

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1. OC Briefing

Selected operational data has been prepared for the briefing of OC instructors; this material is to be presented on 21 March 1957.

2. Annex to OP Project

An annex has been prepared in draft form for attachment to the Office of Personnel's project concerned with the establishment of civilian reservists.

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3. Department of Navy Request for Rotational Assignment of a Navy Civilian Member to CIA

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The Training Officer, Office of the Chief of Naval Operations, called C/PPS to determine whether or not a civilian employee of the Office of Naval Intelligence, [redacted] GS-12, cleared for TOP SECRET, could be accommodated on a one or two week tour with CIA to gain experience in Agency personnel management problems. [redacted] has had similar tours in G-2 Army and the Director of Intelligence, USAF. These tours are part of the Senior Career Development Program for civilians in the Navy Department. The DD/Pers for Planning and Development is being informed of this request and will be asked to take whatever action he deems appropriate in connection with it.

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III. PROJECTS IN PROCESS

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1. Agency Presentation at AFSC

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DC/PPS met with [ ] PPC, to discuss [ ] recommendations regarding subject topics to be included in the Agency presentation to the Armed Forces Staff College in June. [ ] was also advised that a letter of invitation to send a speaker to the Staff College was on its way.

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2. PP/PM Seminar

The PP/PM seminar started on 28 February for the purpose of producing PP/PM "working doctrine." The next session will be held on 21 March.

3. Committee on Language Development

a. Field Administration of the Language Development Program

In a meeting on 19 March, the Committee considered the DD/P proposal and book dispatch instructing the field on the use of Form 444c. The Clandestine Services proposed the design of a separate form for field use, differing in minor respects to the headquarters form. This proposal was made on the grounds that CI Staff objected to the classification of the form. The OP member of the Committee pointed out that to use a separate form would entail a further delay of a month or more in putting the Program in effect in the field and, further, that the headquarters version of the form had been designed to be sterile so that it could be dispatched to the field. The Committee concluded that the separate instructions for field personnel could be included in a book dispatch to the field rather than cause a reprint of the instruction sheet on the form itself. Subsequent to the meeting, the Chairman of the Committee discussed the issue with the DC/CI Staff who agreed that the headquarters version of the form could be used for the field. This was confirmed with the Executive Officer, DD/P, [ ]

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The DC/CI Staff and [ ] both objected to the use of true names on the form on the grounds of security. The OP member of the Committee agreed then to the use of pseudonyms and the drafting of a cover sheet so that the forms will be handled in the same manner as the personnel reassignment questionnaire and the fitness reports which are sent out for field use. The DD/P member of the Committee will cause a redraft of the book dispatch transmitting the regulations, notices, and the form to the field which will include the specialized instructions regarding the use of the form in the field. This action will save four or five weeks of time and the expense of printing a separate form for field use.

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b. DD/I and DD/S Training and Administrative Officers Meeting

The first meeting of the DTR and the Committee with training and administrative officers of the DD/I and DD/S components was held on 20 March for the purpose of answering questions regarding the Program and for describing the mechanism whereby changes can be made, as necessary, from time to time as experience is gained in administering it. Each question and answer was recorded by stenotype and will be reproduced in sufficient copies for each member of the Committee and the DTR.

IV. MEETINGS ATTENDED

1. Support Planners Meeting

The following topics were discussed by [ ] at the Support Planners Meeting on 14 March 1957:

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a. The President's Overseas Base Survey

This survey is presently being conducted by the Nash Committee. The Committee is undertaking a survey of all overseas bases in order to determine the need for conducted U. S. occupancy of these sites.

b. World-wide Base Planning

Reference was made to the DD/P and DD/S in territorial survey of Agency needs for overseas bases.

c. Support Planners Overseas

[ ] made reference to a memorandum which had been prepared in his office and submitted to Col. White, regarding the establishment of senior support for administrative planners in Europe, the Middle East, the Pacific and the Far East.

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d. Clandestine Services Country Programs

Support components were advised that the first increment of country programs would be available for review within the week of 25 March.

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e. SR Division Country Program

Support planners received an excellent briefing from representatives of the SR Division. This briefing was conducted by  Chief of Administration, and by the Plans Officer for the Division. A very frank and forthright discussion of the type and effectiveness of SR operations was presented.

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